

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 05/24/2004	NUMBER 04.07.100
SUBJECT OFFENDER MEALS		SUPERSEDES 04.07.100 (12/27/94)	
		AUTHORITY MCL 791.203; 42 USC 1751 et seq.	
		ACA STANDARDS 4-4315; 4-4316; 4-4317; 4-4319; 4-4320; 4-4328; 1-CTA-3D-01; 2-CO-4C-01; 1-ABC-4C-03; 1- ABC-4C-04; 1-ABC-4C-05; 1-ABC-15	
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POLICY STATEMENT:

Correctional Facilities Administration (CFA) institutions Technical Rule Violation centers (TRVs) and the Special Alternative Incarceration Program facility (SAI) shall follow the standards for offender meals as set forth in this policy to ensure that offender dietary needs are met.

RELATED POLICIES:

04.05.125 Segregation Feeding for Disruptive Prisoners
04.07.101 Therapeutic Diet Services

POLICY:

DEFINITIONS

A. Offender - Prisoners, parolees and probationers in a CFA institution, a TRV or SAI.

GENERAL INFORMATION

- B. For purposes of this policy, "Warden" includes the SAI Administrator.
- C. This policy does not apply to TRV's at which the Department does not provide on-site food service to offenders.
- D. Therapeutic diets shall be provided to offenders as set forth in PD 04.07.101 "Therapeutic Diet Services".
- E. Offenders who are being transported off-site under custody shall be provided meals during the transport as required by PD 04.04.135 "Custodial Transportation of Offenders". The meals shall meet all caloric and nutritional standards set forth in this policy.
- F. Offenders shall be permitted to abstain from any foods that violate their religious tenets. Religious menus shall be developed and religious meals provided as set forth in PD 05.03.150 "Religious Beliefs and Practices of Prisoners".
- G. Meals shall not be withheld or otherwise used as a disciplinary sanction.
- H. At least three meals shall be served to offenders at the facility at regular meal times during each 24-hour period with no more than 14 hours between the evening meal and breakfast, except during an emergency when it is not possible to serve a meal. However, on weekends and holidays, only two meals may be served during each 24-hour period (e.g., "brunch" and evening meal) with approval of the Warden or TRV Manager; in such cases, the time period between the last meal provided on one day and the first meal provided the next day may exceed 14 hours when necessary. Except in an emergency, including when proper food temperatures cannot be maintained (e.g., malfunctioning hot carts), hot food must be offered at least at two of the daily meals served. The total number of meals

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served each month shall be documented using the Meals Served form (CAJ-138), which shall be retained for at least three years.

- I. All menus and all meals as actually served at a correctional facility shall satisfy the nutritional and caloric recommendations set forth in the dietary reference intakes approved by the National Research Council. The current "Food Guide Pyramid" by the United States Department of Agriculture and the current edition of "The Dietary Guidelines for Americans" by the United States Department of Health and Human Services and Department of Agriculture shall be followed for menu planning.

REGULAR DIET MENU

- J. The Manager of the Food Service Section, Correctional Facilities Administration (CFA), shall issue standardized regular diet menus to be used by all Department correctional facilities at which meals are served to offenders. The menu shall identify the food items to be served at each meal and the minimum portions of each item. The menu shall include standardized healthy choice dietary options and, for the noon and evening meals, non-meat entrees.
- K. The standardized regular diet menu shall be used to feed all offenders at a facility who are on a regular diet, except during emergencies, when a food item is not available, or when special food purchases are made. Changes or substitutions to the menu for one of these reasons must be approved in advance by the institutional Food Service Director, SAI Food Service Supervisor, TRV Manager, or designee, as appropriate. Changes or substitutions must be from the same food group as the item being replaced; however, a non-meat entree may be replaced only by another non-meat entree. Changes and substitutions shall be documented on the Report on Menu Change (CAH-108), which shall be submitted annually to the Manager of the Food Service Section.
- L. The institutional Food Service Director, SAI Food Service Supervisor, TRV Manager, or designee may elect to increase the serving size of a food item identified on the regular diet menu or include additional food items. However, as stated in Paragraph I, meals as actually served must satisfy the nutritional and caloric recommendations set forth in the dietary reference intakes, including those regarding fat and cholesterol content.
- M. Copies of the menus as actually served shall be retained at the facility for at least three years.

MEAL EVALUATIONS

- N. At least quarterly, institutional Food Service Directors, the SAI Food Service Supervisor, TRV Managers, or designees shall analyze the caloric content of meals as actually served over a three consecutive day period to verify that the required caloric content is being met. The Manager of the Food Service Section shall provide a calorie chart to be used for this purpose. Institutional Food Service Directors, the SAI Food Service Supervisor, TRV Manager, or designees also shall analyze the content of the meals as actually serviced over a four consecutive week period each quarter to verify that the meals contain the required servings from the appropriate food groups. The current Food Guide Pyramid shall be used for this purpose.
- O. At least annually, the Manager of the Food Service Section shall analyze the meals as actually served at each facility over a four consecutive week period to ensure that the meals meet all nutritional requirements. The analysis shall be based on the recommended dietary reference intakes and the current Food Guide Pyramid.

NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

- P. The NSLP is available to assist in funding nutritious breakfasts and lunches for offenders under 21 years of age who are assigned to educational programming (i.e., adult basic education; general education development; career and technical education) provided they are housed in a cell, room or

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living area separate from offenders not in the NSLP. NSLP funding is based on the number of NSLP meals served each day at a participating facility; the funds may be applied only toward the costs associated with providing those meals. The Manager of the Food Service Section shall be responsible for general oversight of NSLP participation at correctional facilities.

- Q. Wardens and TRV Managers who want to participate in the NSLP shall contact the Manager of the Food Service Section. Wardens and TRV Managers of participating facilities shall ensure a record of the name, number, housing location and date of birth for each offender eligible to receive NSLP meals at their respective facilities is maintained. Daily records also shall be maintained verifying that eligible offenders were offered breakfast and lunch and verifying the daily total of NSLP breakfasts and lunches actually provided. Wardens and TRV Managers of facilities participating in the NSLP shall ensure a completed School Lunch, Breakfast and Special Milk Program form (CAJ-320) is submitted monthly to the Manager of the Food Service Section. The form shall be retained in accordance with federal requirements.

OPERATING PROCEDURES

- R. Wardens and the Field Operations Administration Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring any existing procedures are revised or rescinded, as appropriate, if they are inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- S. A Primary Audit Elements List has been developed and will be provided to Wardens, the SAI Administrator, FOA Regional Administrators and the Manager of the Food Service Section to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

PLC:OPH:04/28/04